

HOUSING REHABILITATION SPECIALIST

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DEPARTMENT: Community Services/Office of Housing and Community Development

NATURE OF WORK:

Performs advanced technical work.

Work includes performing specialized and technical work in the preparation of cost estimates and material specifications for remodeling work on residential structures. The work is performed under the general supervision of the Housing and Community Development Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs cost estimates on rehabilitation of residential and nonresidential structures.

Prepares plans and specifications for remodeling work on residential dwellings.

Assists the director in assuring contract compliance on all programs administered through this office.

Coordinates with building inspectors.

Confers with architects, contractors, and builders on construction methods and materials.

Provides technical assistance to homeowners in all phases of construction.

Compiles data, prepares oral, and written reports.

Performs inspection of dwelling units as requested.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at various locations throughout the County. Requires extensive movement about construction sites. Drives County vehicle to work locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles of rehabilitation construction and estimation.

Considerable knowledge of building codes and housing quality standards.

Ability to coordinate all rehabilitation construction work.

Ability to communicate clearly.

Ability to write in a clear and concise manner.

Ability to deal with the public.

Ability to make careful cost estimates for remodeling of houses.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent, and extensive experience in a construction trades, or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Virginia driver's license.